

25X1A

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OFFICE OF TRAINING NOTICE NO. 25-57

23 August 1957

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14-15 December

21-22 December

25 December

28-29 December

2. On Friday preceding any weekend duty or on the last working day prior to holiday duty, the assigned officer will contact the Executive Officer, OTR (Ext. 3732) for any special information or instructions.

3. If a designated Weekend Duty Officer does not desire to spend the hours between 0900 and 1300 on Saturday in Room 11, Building [REDACTED] 25X1A he may arrange to have someone substitute for him by calling the Administrative Officer, extension 3001, no later than 1200 hours on the Thursday preceding the scheduled duty provided he is available, by telephone, at all times during his tour of duty.

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MATTHEW BAIRD
Director of Training

Distribution:
All Stand-by Duty Officers
CIA Watch Officer

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